

Department of Technology Services – Administrative Transition Team				
Sub-Team: Policies and Procedures			Sub-Team Chair: Gae Lyn Deland	
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Project Objective Statement (Scoping Statement)				
<p>The DTS policies and procedures sub-team has been charged to establish a comprehensive set of internal DTS administrative policies and procedures, while focusing on those not covered by other teams or sub-teams. It is not tasked with format, process or approval process, but will focus on content only. The sub-team will examine, adapt, and adopt existing policies, and arrange for those missing. It will emphasize clear, concise, simple policies and procedures with non-textual supplemental content. The sub-team will coordinate and liaison with other teams and sub-teams.</p> <p>There are no HB109 statutory requirements that impact this sub-team.</p> <p>The objectives of this sub-team will be to:</p> <div><div>1) Develop Comprehensive Table of Contents for Administrative Policies</div><div>2) Identify Policies Being Worked on by Other Sub-teams</div><div>3) Identify Outstanding Policies</div><div>4) Determine Sub-team Responsible for Each Outstanding Policy</div><div>5) Establish Policies Assigned to Policies and Procedures Sub-team</div><div>6) Monitor Policy Development Until Table of Contents Policies are Complete</div></div>				
Task Name	Brief Description	Start Date	End Date	Comments
Table of	Develop comprehensive table of contents for			

Contents/Inventory	administrative policies.			
Coordination/Collaboration	Identify policies being worked on by other sub-teams			
Analysis	Conduct gap analysis to determine outstanding policy list.			
Responsibilities	Determine sub-team responsibilities for each outstanding policy			
Adopt/Adapt	Create/adapt/adopt policies assigned to administrative policies and procedures sub-team			
Monitor	Monitor policy development for completeness			